



Fernielea School



School Handbook 2019



**Aberdeen City Council
Integrated Children's and Family Services**

Happy, Safe and Achieving



Welcome to our school !

Everything we do in Fernielea School and in the community is to ensure that every pupil is 'Happy, Safe and Achieving'.

Fernielea School offers high quality learning experiences for all our children aged from 3 - 12 years old. We endeavour to teach the necessary skills required for learning, life and the world of work. At Fernielea School the ethos is one of attainment and achievement for all. We strive that every child has a positive learning experience in our school, where everyone is treated with respect, to enable everyone to achieve their full potential.

This handbook will help you to understand more about Fernielea School. It contains essential information for you to ensure your child is successful at school, whatever age or stage they are. I hope that you will find it interesting and helpful.

Throughout the session, various activities, events and meetings will be arranged in order to involve parents and the community in the life of our school. The process of education starts long before children come to nursery or school. It is continuous and parental involvement in education that is crucial and makes a difference for your child.

At Fernielea we strongly believe that when everyone works together there is a real difference in the quality of education for your child. We ensure that our pupils will be happy at school and meet with both challenges and success whilst at Fernielea School.

Should you wish to discuss your child's progress or have any other concerns please do not hesitate to contact the school immediately. A member of the management team will attend to your query / concern as soon as possible.

We work together for the good of all our children and at Fernielea School, partnership between parents and teachers is at the centre of everything we do.

Mrs Lisa Walker - Head Teacher

School Information

Fernielea School	Telephone	01224 318533
Stronsay Place	Fax	01224 326952
Aberdeen	www.fernielea.aberdeen.sch.uk	
AB15 6HD	e-mail	Fernielea@aberdeencity.gov.uk

Head Teacher - Mrs Lisa Walker
Depute Head Teacher - Mrs Trish Fjellroth

Fernielea School provides up to two years pre school education and seven years of primary education, in line with the Scottish Government's policy. Our school serves the Summerhill area of Aberdeen City and is non-denominational. Although Gaelic is available within schools in Aberdeen City, Fernielea School does not teach children in this language. The school was built in the early 1960's and is of traditional design with 2 early learning classes (nursery) and 11 primary classes with targeted support available for children who require additional help. The current school roll is over 300 pupils.

There are 4 main areas to the school.

The west wing of the school houses our early stages primary classes and a variety of smaller rooms which allow for small group work, additional support needs work and meeting rooms during the school day.

The south wing hosts our 2 Early Learning classes. Both share a small cloakroom and well resourced outside play area.

In the east wing of our school there are classes for our older children. Throughout the school, all of our classrooms have interactive whiteboards and digital projectors.

The north wing of our school has our administrative block, our school kitchen which provides delicious, nutritious meals, our main hall with stage which doubles as a dining hall, a gym, computer suite and library/music room. This area also houses the Breakfast and Out of School Club who utilise the space behind the stage.

We have a Gold Award for Science and an Excellence Award for Health Promotion and are an eco school, with Green Flag status. We actively encourage all our pupils to be responsible citizens, caring for the local environment and our community. Our most recent achievement is a Digital Schools Scotland Award and we are one of only a handful of schools in Aberdeen so far to have achieved this.

Internally, the walls, corridors and classrooms are bright and interesting with well presented displays of pupils' work and photographs.

School Hours

Open	9.00am
Interval	10.30 - 10.45am
Lunch	12.15 - 1.00pm
Close	3.00pm

Children should not be sent to school too early, particularly in inclement weather. However children are expected to arrive punctually at school for the start of the morning and afternoon session.

Security

Your children are in our care and while parents and visitors are most welcome, in the interests of security everyone must report to the main door / reception in the first instance.

Please note there is no access to the main school car park for parents conveying children to and from school. **Children should never walk through the school car park.**

Out of School Club

Housed within the school is an out of school club which is managed by a group of parents and run by professional childcare staff. They offer a breakfast club, after school care and also holiday care. If you require this facility please contact the club manager, on 07757 230051 or fernieleaoutofschoolclub@hotmail.com



School Aims

Happy, Safe and Achieving

In Fernielea School we are engaged in the pursuit of excellence.

Our aims are to:

- ◆ Provide a school education of high quality that will enable all our pupils to become:-

Successful learners
Confident individuals
Responsible citizens
Effective contributors

This will equip all our pupils with the skills and attitudes for lifelong learning and will prepare them for life beyond school.

- ◆ Provide a welcoming, caring, safe and secure environment
- ◆ Create opportunities to involve parents and the wider community in the life of the school
- ◆ Develop positive and responsible attitudes in our pupils where they demonstrate respect for themselves and value the opinions of others
- ◆ Provide a quality learning environment which stimulates and motivates pupils
- ◆ Ensure the development of excellence by fostering high quality leadership at all levels



Enrolment

Early Learning and Childcare Setting (Nursery)

Any parent seeking a place for their child in our Early Learning and Childcare Setting (ELC) must complete an application form in January which may be obtained from the school office. Successful applicants will be notified in late April.

During June a meeting will be held for all parents whose applications have been successful. At this meeting an initial introduction to our setting and staff is made and a further time is allocated for a visit to our rooms. The visit will also give the child an opportunity to meet his/her key worker and to visit the class. All parents are invited to meet with the Principal Teacher and Senior Early Years Practitioner (SEYP) to share information and learn more about the school. This is an opportunity for parents to ask any questions they may have.

Primary 1

For entry to Primary One, an online placings request must be completed via the Aberdeen City Council website. There is not an automatic entry from ELC to Primary 1. An advertisement to this effect will appear in the press early in the year. When all enrolments have been completed, a meeting of all parents concerned will be arranged where details of entry date and all necessary requirements will be discussed. There will also be an opportunity for all new entrants to meet their teacher and to visit their classroom. A range of shared learning experiences are organised for our Early Learning and Childcare Setting and Primary 1 children.

Any child who does not live within our catchment area must complete an online placing request which is available on the Aberdeen City Council website.

Primary Classes

Throughout the school session pupils may move into our catchment area from another school or wish to transfer to our school. An online placing request application is required to be completed prior to admission. An appointment with the Head Teacher or Depute Head Teacher should be made to ascertain if a place is available within the school and also to become familiar with school procedures/policies as well as discuss your child's needs.

Transfer to other Schools

If you are about to leave the area, and your child will be leaving Fernielea School, a little warning of your impending move would be appreciated! This is mainly to ensure that arrangements can be made for the return of any books or equipment issued by the school. It would also be helpful if we could be given your new address and the name of the school which your child will be attending after leaving

here (assuming it is known before you leave this area). This will allow us to share your child's progress and achievements with your child's new school.

Primary/Secondary Transfer

At the end of Primary 7, pupils from Fernielea School who live within our school zone will normally transfer to:

Hazlehead Academy,
Groat's Road,
ABERDEEN.

Telephone: 01224 310184.

www.hazleheadacy.aberdeen.sch.uk

Information is sent to parents in January of the year children are due to transfer. The Head Teacher and staff from the Academy work closely with our school to ensure a smooth transition. A "Curriculum for Excellence Showcase" for parents and children is held in September of the school year children will move giving information and guidance about the transition process.

A range of tasks are organised for our Primary 6 and 7 pupils to participate in with other children from local schools who will also transfer to Hazlehead Academy, some within the Primary Schools, others at the Academy. This allows our children opportunities to get to know other children who will be in their year group prior to starting. Staff will share information about children to ensure that each child continues to make expected progress both academically and socially.

Specific transition meetings are arranged for children with additional support needs from Primary 6 and a planned programme is followed for each individual to allow changing schools to cause little, if any, stress. This normally includes additional visits to familiarise the child with the larger building and different departments in the school. If you have any queries about this, please contact staff at either Fernielea or Hazlehead. If you live outwith our school zone, arrangements are slightly different. Again, please contact the school for further information.



Attendance

Parents have a legal duty to ensure children of school age attend school regularly.

If a child is absent, parents should contact the school office that day, before 9.30am, leaving a message with the school administrator. Daily registration takes place at the start of both the morning and afternoon sessions. Office staff will check up on unexplained absences via text and email. This procedure has been put in place for the safety of all pupils.

Where a pupil has attended school in the morning, but is absent in the afternoon, parents should be especially careful to inform the school.

If children need to be out of school during class time the request should be made in advance and in writing to the Head Teacher.

When you are collecting your child from school during classtime, please remember to inform the office staff as it is very important that we know which pupils are in school at all times.

Schools are now required to report on absences figures, and to identify rates of authorised and unauthorised absence from school. Family holidays taken during term time will be counted as "UNAUTHORISED" absence as it is the policy of the school and the Local Authority to actively discourage this practice. A list of the current and next year school holidays is available in Appendix 2. Parents are asked to use this when booking their family holidays.

Absences are monitored on a weekly basis and if there is a high level of non-attendance or regular lateness, staff will contact you. This may then be shared with the home school liaison officer who may make a home visit.



Uniform

The wearing of school uniform is strongly recommended. It promotes pride in the school and illustrates that we are all an equal part of the Fernielea team. We would ask for your support in this matter by ensuring your child wears our school uniform.

All school clothing should be clearly labelled with your child's name.

The Fernielea School uniform is:

GIRLS School sweatshirt
White blouse or school polo-shirt.
Black or grey skirt/trousers.
Black low heeled shoes.

BOYS School sweatshirt
White shirt or school polo-shirt.
Black or grey trousers.
Black school shoes.



School sweatshirts and polo-shirts are available from **WCS, 687 George Street, Tel: 01224 641071**. Uniform is also available via Koolskools, a company that supplies Fairtrade Cotton School Uniforms and are only available online - www.koolskools.co.uk. Shoe bags are available from the school office.

Children enjoy running around outside - high heeled shoes can make this a dangerous practice. We would ask that parents take this into consideration when purchasing school shoes.

For Physical Education children should be supplied with suitable gym shoes and white/navy shorts and a white T - shirt. A painting smock/old shirt for art and craft activities helps to protect school uniform.

Pupils should not wear make-up, nail varnish, jeans or articles of clothing carrying popular logos.

When the weather is unpredictable or there is a slight drizzle your child may be playing outside, so please make sure he/she is equipped with outdoor clothes. It is surprising how many children slip out of the house, even in winter, without a jacket or coat.

Mobile telephones

Mobile phones are not permitted within school. If your child must bring their phone to school due to travel arrangements, it should be given to the class teacher during registration and collected at the end of the school day. You will appreciate that mobile phones ringing during lessons would be inappropriate and distracting. Taking photographs using a mobile phone is not permitted in the school or playground. We thank you for your support in this matter.

Clothing Grants

A clothing grant towards the purchase of essential clothing is available to families in receipt of certain benefits and application forms are available from our School Administrator. Forms are processed at Marischal College and parents are notified accordingly. Any queries regarding clothing grants should be made to Customer Services at Marischal College.

Jewellery

For children's safety we do not encourage pupils to wear any jewellery at school. If children have their ears pierced we permit the wearing of studs. However **ALL** jewellery **MUST** be removed before Physical Education for Health and Safety reasons. If it cannot be removed by the child it must be taped up.

Lost Property

Please help us to return lost property by labelling all items of your child's clothing and belongings. There is currently no lost property box in school as we are trying to encourage pupils to be more responsible for their belongings. Valuable items will be passed to the School Administrator and other items will be kept for a limited amount of time in the place they were found. If an item is not named or collected, then it will be disposed of, usually through charity shops or our recycling scheme.

Personal Possessions

DSs, PSPs, iPods, iPads and electrical goods or any much sought after toy/game should not be brought to school. Pupils can become very upset when something is lost or stolen.



Behaviour

We expect a high standard of behaviour from our pupils and to this end our school has "Golden Rules", which have been created by our pupils and teachers and are presented in child friendly language in a positive way. All classes create a classroom charter at the beginning of the school year where they agree their classroom rights as everyone has the right to be respected, feel safe and learn. These are displayed prominently in every classroom.

At Fernielea School we combine high expectations of behaviour with a sympathetic yet firm approach. Discipline is a joint responsibility from both home and school and we ask for your co-operation in maintaining high standards of discipline and behaviour in school.

Our emphasis is firmly on promoting and rewarding positive behaviour, and an important part of our school's personal and social development programme is to help our pupils develop self-discipline and good manners in an atmosphere of mutual respect between staff and pupils. However sometimes problems do occur and it is our policy to involve parents at an early stage.

In order to be consistent in our discipline policy throughout the school we adopt the following:

- ◆ Golden Time is a reward for hard work and good behaviour all week. House points are also awarded for exceptional work or behaviour.
- ◆ Children who do not follow the Golden Rules will receive verbal and visual warnings; then if they continue with the undesired behaviours lose Golden Time in 5 minute sections.
- ◆ Children who misbehave in the playground may be asked to sit out for 5 minutes to calm down or they may be asked to go inside. Such incidents will be recorded by Pupil Support Assistants and the class teacher / leadership team will be informed.
- ◆ Children who follow the Golden Rules can also earn a Golden Ticket from the support staff.
- ◆ Continued misbehaviour will result in parents being notified and asked to come into school to discuss an acceptable remedy. A daily behaviour sheet may be issued to be signed by parents on a daily basis.

- ◆ Persistence in the disruption of school life or the process of teaching and learning, despite parental co-operation, or very serious misdemeanours will lead to temporary exclusion from school.

A full copy of our behaviour policy is available on request.

Anti Bullying Policy

We have an anti-bullying policy (2019) and promote a very open climate where children are taught that any behaviour which leads to someone being intimidated or hurt must be reported immediately. The role of the "onlooker" in reported incidents, though not directly involved in bullying behaviour, is looked upon as a serious breach of our policy. Serious action will be taken against any child involved in bullying behaviour and parents will be informed immediately. A copy of the policy is available.

Intervals



Pupils are normally expected to spend interval out of doors unless weather conditions are such that this is not possible. Pupil Support Assistants watch over children in the playground in the course of the morning and lunchtime intervals. Outdoor activities (jungle climber, trim track, skipping ropes, balls etc.) are available for the children and children are discouraged from bringing in their own toys to play with at playtime. Quiet activities are also available in our quiet area.

All classes have wet weather activity boxes to amuse the pupils during break time when the weather is inclement.

Pupils who go home for lunch are asked not to return until 5 minutes before the bell and enter by the main entrance. This is in order to keep supervision in all classes.

Care of School Property

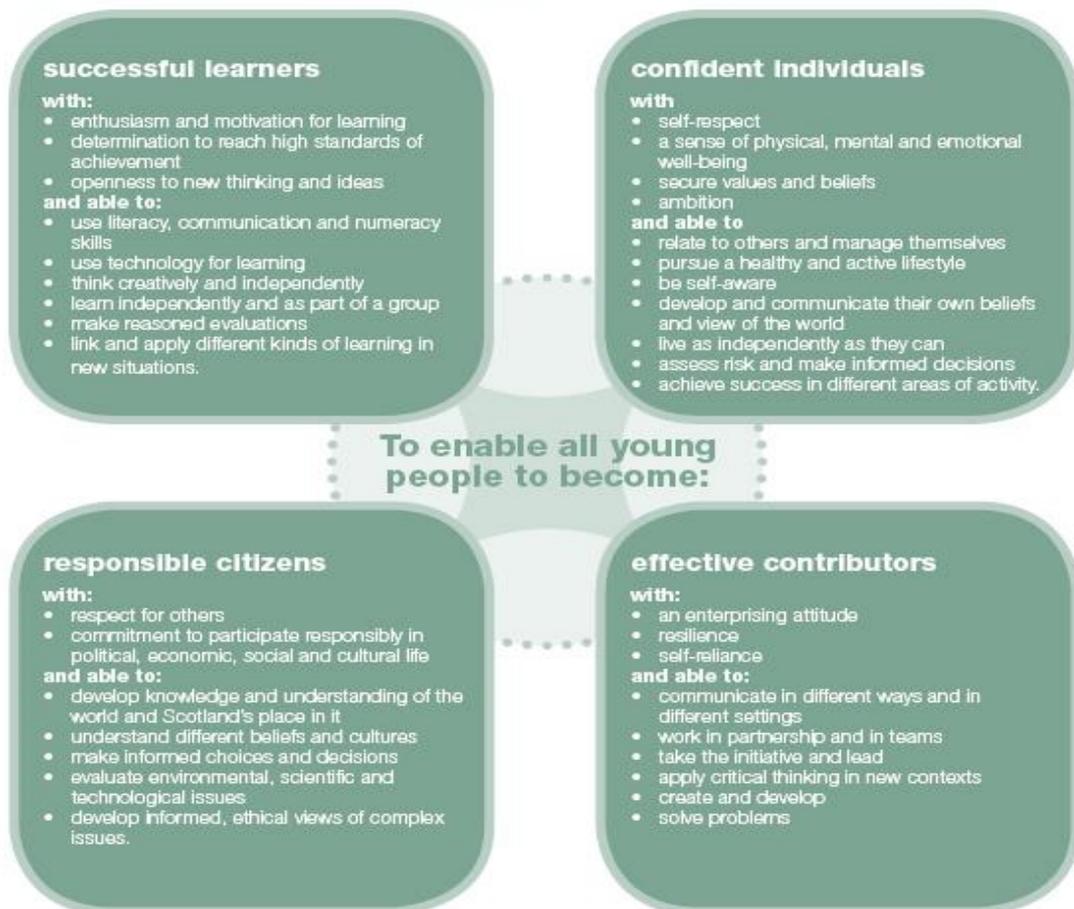
All areas of the school should be respected and cared for by our pupils. Any wilful damage by any pupil to school property, furniture or fittings will be reported to parents immediately. Vandalism in school, as in other areas of the community, will be treated seriously and we endeavour to deter others from destroying property as best we can.

Curriculum

We offer our pupils a wide curriculum, and are implementing the principles of "A Curriculum for Excellence" such as challenge, enjoyment, breadth, depth progression from 3- 18, personalisation, choice, coherence and relevance.

We aim to teach basic skills and for children to be able to apply these skills across the curriculum - e.g. maths skills will link with technology and science. Our aim is to make the curriculum fit the child and not the other way about and the emphasis on active learning. Children from Nursery - P7 will be involved in the planning of the curriculum to ensure it is relevant and meaningful.

Purposes of the curriculum 3-18



At the early stages in school one of our key principles is to teach literacy and numeracy skills to children to enable them to access the curriculum independently. These core skills will be taught through a variety of projects and there is a significant emphasis in these areas from P1 - P3. Further information on the curriculum is available on <http://www.education.gov.scot>

The Curriculum is divided into different levels as children progress through school from 3 - 18. The broad expectations about progression through the curriculum levels are:

Early Level	Entry to ELC to Primary 1, or later for some
First Level	Primary 2 to the end of Primary 4 for most
Second Level	Primary 5 to end of Primary 7 for most
Third Level	Secondary 1 to Secondary 3

Remember, each child is an individual and will progress according to their ability and their needs. There are many cross curricular links between the areas of the curriculum e.g. language, personal and social development and digital technologies.

Pupils therefore at times will be taught as a whole class, group or an individual and are expected to work co-operatively and collaboratively with each other. Work is differentiated to allow all pupils (more and less able) to access the curriculum effectively.

Sometimes in school, due to the numbers of pupils on roll, we have composite classes. (e.g. P1/2) This is where there are 2 Primary age groups in one class. Parents should be re-assured that children will be taught at an appropriate level in a group. Sometimes year groups will join together to ensure continuity of learning.

Fernielea has high expectations for all its pupils and we believe that our pupils should have high expectations of themselves, as should our parents.

Although areas of the curriculum are illustrated individually, they are in fact inter-related. Within the varied curriculum we provide equal opportunities for all our children regardless of ability, gender or race.

More information about each curricular area can be obtained from the school website or on the Education Scotland Website. (www.education.gov.scot)



Numeracy and Mathematics

A carefully structured and balanced maths programme is followed by each child. This involves number, money and measurement; shape, position and movement and information handling. The emphasis is on interactive maths and practical work, with children taking an active part in their own learning. A wide range of resources are



used, so that mathematical skills and concepts can be developed. We use mathematical games, calculators, computer software and mathematical equipment to introduce and reinforce ideas and concepts. National Guidelines are closely followed and regular challenges are used as part of the assessment programme.

(A range of Maths schemes are used).

Literacy and English

This includes the elements: listening and talking, reading and writing. Since language permeates the whole curriculum, it is impossible to view in isolation. At all times, teachers are active in developing listening skills, children take part in discussions, report back on experiences orally and in written form where appropriate, and reinforce the skills of reading. Our resources for the teaching of language have to be extensive to help us to ensure that each aspect is adequately covered. National Guidelines are followed to ensure balance and progression for each individual. A range of challenges and assessments are used as part of the assessment process.



We have excellent language schemes, and follow a structured approach to teaching writing.

Our core reading scheme in the early stages is Oxford Reading Tree. This is supported by a range of other reading schemes to ensure children have a good grasp of language. Once children can read with understanding they progress onto our Guided Reading Scheme.

Modern Languages

French is taught to pupils from P1 - P7. The pupils learn vocabulary and participate in games and initial writing activities.

Mandarin is also taught to 3 classes throughout the year.

Social Subjects

Social Subjects may be approached individually in a series of lessons or form the basis of a theme or topic which can vary in duration. At the early stages, pupils learn more about themselves or their surroundings, building on their previous experiences. By Primary 7, the focus has moved to the wider world, with the opportunity to study a European Culture. All pupils will study an aspect of Scotland with a historical or geographical focus. Many resources are used including, computer programs, reference books, films from the local library and the Curriculum Resource Services, as well as our own school resources. We often invite visitors to our school to help us, e.g. members of the Police, Road Safety Officers, members of the local community and of course, we ourselves go on fieldwork trips e.g. Hazlehead Park, the local area, museums and exhibitions. These activities are invaluable in enhancing the skills of enquiry and investigation.

Science

We have a clear programme for science which is often taught as a specific subject. Knowledge and skills are taught to allow children to learn about the world about them and investigate a range of problems whilst developing scientific skills.



Health and Wellbeing

There is a programme of Health Education throughout the school. A range of areas are covered including mental, emotional, social and physical health. In addition we aim to be a Health Promoting School, and as such, we encourage children to bring healthy snacks to eat at breaktime. During the day, the children engage in extra sporting and healthy activities and the emphasis is (even more than usual!) on healthy eating etc.

Sex Education

Sex Education forms part of our Health and Wellbeing programme throughout the school. Sex Education is carried out in accordance with the national advice. Parents are always advised when their children will be taught sex education and have the right to remove their child if they wish. Please contact the Head Teacher in this situation.

Substance Misuse Education

Substance Misuse Education is taught through our health programme. It takes account of the age and maturity of pupils and covers topics such as alcohol, smoking, drug and substance abuse. Fernielea School adheres to the local authority policy and guidelines for dealing with drug related incidents.

Technologies

Technologies encompasses Digital Literacy, Food and Textile Technology, Technological Developments in Society and Business, Craft and Design, Engineering and Graphics and Computing Science. Technology is taught mainly through project work. Children are encouraged to investigate and design products prior to making. Once completed the children are asked to evaluate their work and make modifications.

Digital Technologies and Interdisciplinary Learning

Digital Technology is used extensively at all stages. It may reinforce or encourage practice in skills developed in Language, Maths, or the other curricular areas. We have a progressive programme of skills from aged 3 - 12 so that by the end of Primary 7 all pupils will have acquired adequate Digital Technology skills. In Fernielea, we have laptops in the classes as well as laptop buses in each end of the school which have a wide range of software. We also have interactive whiteboards in all primary classes. Pupils also make regular use of 60 Ipads to support children in their learning across the school and enrich their learning experiences.



Safe use of the Internet

All parents are issued, on enrolment of their child, with a Parent's Agreement for Internet Use which details how the school will monitor use. Children are frequently reminded about safe practices both in school and at home. Parents will be informed of any breach of this policy. Inappropriate use of social networks by pupils or parents will be treated seriously and appropriate action will always be taken. The school adheres to the guidance in 360 Safe.

Expressive Arts

The Expressive Arts include Drama, Dance, Music, and Art. Through topic work and as subjects in their own right, we aim for balance, progression and coherence in these areas. Selected pupils receive weekly instruction in a variety of musical instruments from our visiting music instructors.



Religious and Moral Education

Pupils develop their knowledge, understanding, skills and attitudes in relation to Christianity, Other World Religions and Personal Search. A planned programme of RME is in place within school.

Religious Observance aims to promote spiritual development of all members of the school community and is mainly conducted through whole school assemblies, led by the Head Teacher, Depute Head Teacher, classes or local chaplains.

Assemblies are a mixture of worship, celebration of events/festivals and stories with a moral nature. They provide an opportunity for celebrating achievements, strengthening pride in the school and emphasising the school as part of the wider community. Pupils whose faith is other than Christian are encouraged to join in assemblies, although parents have the right to remove their children from any celebration. Please discuss this with the Head Teacher on enrolment to school.

Extra Curricular Activities

Throughout the year there are various activities arranged for class or year groups. These include educational, cultural and social activities related to the children's work in school. Staff also organise clubs; currently there are a range of clubs from arts and crafts to science, netball to football. We participate in various sporting leagues.

The Active Schools Co-ordinator organises a range of activities for children throughout the school year. Please see the link on our website.



Assessment

We operate a policy of continuous assessment from entry to Primary 7 in order to build a clear picture of each child's progress. Assessment also enables teachers to plan programmes of work and to check on the effectiveness of teaching methods and resources. Children are encouraged to reflect on their own work, assessing their own work, or work of others in their class, against clear success criteria. This is often done with traffic light codes - green being achieved, amber mainly confident and red - "I need more help". This encourages our children to be self reflective and increases confidence in the process of learning.

Teacher judgement, using a range of evidence will be used to determine when a child or group of children are ready to progress to the next level in the curriculum. In addition, as part of Aberdeen City Council's strategy towards raising attainment, we use standardised assessments with all of our children to ensure that each child is progressing to the very best of his/her ability. These enable us to track individual progress in a very specific way and identify areas for support or challenge.

At three points across the academic year, parents are invited by appointment, to discuss their child's progress with the teacher.

At all times we want to celebrate the wider achievements of all our children and if they have achieved an award out of school they are encouraged to share this with their teacher and class. All children get regular opportunities to discuss their learning and set targets with their class teacher to ensure they are making appropriate progress.

However, if at any time during the year you have any concerns regarding your child's progress or welfare, please contact the school to speak to the Head Teacher or if unavailable, the Depute Head Teacher. If necessary, an appointment can be made to speak to a class teacher if this would prove helpful. Throughout the year, class teachers set formal challenges for pupils to ensure they can apply their knowledge in practical ways.



Reporting to Parents

It is the policy of the school to hold three sets of parent interviews during the school session. On the first occasion (September), an early opportunity is taken to exchange information, ask questions and express anxieties. This purely oral interview allows parents and teachers alike, an excellent opportunity to gain an insight into how a pupil is adjusting to his/her new situation.

The February Parent Interviews, is an opportunity to discuss support or challenge for pupils as they progress through the year.

In May, staff write a comprehensive report on each child so that parents will have written evidence of progress and the third parent interviews then take place after parents have had opportunities to read the reports (and return parent reply slips). Parents then have the opportunity to discuss this at the third parents' evening of the school year.

All written reports on individual children are filed securely and are available for scrutiny, by a parent or guardian, on request.

However, information is shared with parents regularly throughout the year, in the home / school reading record, or through feedback on children's work. Classes keep blogs on their learning on the school website and children from the early learning classes to P7 keep a learning journey or profiles showing their achievements and best work and reflect on their learning. Snap shot jotters are also shared with parents each term to allow them to discuss with their child, progress and next steps.



Additional Support Needs

Aberdeen City Council is committed to inclusion and the Presumption of Mainstreaming, as set out in the Standards in Scotland's Schools Act 2000.

It is the aspiration of Education and Children's Services to utilise its resources and expertise to ensure that almost all children can be supported in their learning within their local school. This will be a gradual change which will ensure, where possible, that children will no longer have to travel away from friends and family to access the support they need.

All primary and secondary schools can already provide interventions for children and young people with additional support needs. Schools can access expertise from a range of specialist services including Educational Psychology, Sensory Support, English as an Additional Language and Autism Outreach. A very small number of children may require access to a more specialised provision for a period of time or access to a Special School Placement. As a parent or carer you will be fully involved in decisions about your child, your views are invaluable in helping us design appropriate supports.

Schools operate a staged approach to supporting learners. The Staged Intervention Framework is used to help identify potential barriers to learning and participation, and plan effectively. If your child is recognised as being in need of targeted support, a Child's Plan will be put in place. Parents, pupils and agencies supporting your child will help develop and review the plan to make sure that it is supporting your child.

Levels of support within the staged intervention framework are categorised as follows:

Universal support: support delivered by the class teacher through effective differentiation. When appropriate the class teacher will be guided by other professionals in school with particular expertise.

Targeted support: support delivered by the class teacher and other school staff. When appropriate, support will be provided by support services across Education and Children's Services.

Specialist/ Multi-agency support: support delivered by the school and others, which is likely to be highly individualised.

Support given may be short term or longer term, but will be reviewed on a regular basis to make sure your child is making good progress.

At Fernielea School our teaching methods ensure that any difficulties are quickly highlighted. In the first instance teachers would express any concerns (either for a more or less able child) to the Targeted Support Teacher who would then inform the Principal Teacher. The nature of the difficulty would be discussed and, if necessary, assessed. Action would initially be taken by the class teacher. If any extra input from the Targeted Support Teacher was deemed necessary, parents would always be informed. Our Pupil Support Teacher and members of the leadership team, all work with class teachers in order to provide materials, assist with individuals or groups and advise on appropriate programmes of work. Occasionally, we call upon the services of the educational psychologist appointed to the school, or other staff such as our Social Workers, or Health Professionals to diagnose and help support a learning or behaviour difficulty. This is only done after consultation with parents.

Within our school we have a teacher dedicated to Additional Support Needs for children who require extra support in specific areas and may require more time to learn new facts. Regular meetings are held with parents regarding the most appropriate support and children are always asked their views on their learning and how they are being supported.

More specific information is available from staff in school.

Our Depute Head Teacher (Mrs Fjellroth) leads the Pupil Support Team and may be contacted if parents are anxious about their child's learning.



Homework

Homework is set regularly with the aim of encouraging good study habits and reinforcing classroom learning.

In P1 and P2 the majority of this will be reading and early phonics/spelling or number activities.

In P3 children will also undertake maths activities and when appropriate work related to the class topic.

In P4 - 7 the children will be set homework on a Monday for the week. Children will be expected to complete their homework and return it on a Thursday for marking. Not all homework will be written, it may be preparations for a talk or researching a current topic of personal interest, learning a Scottish poem or creating a model.

School policy at Fernielea is based on an over-riding principle that no homework will be set unless properly understood.

Please help by trying to establish a regular place and time - not near the TV!

Please be supportive and sign all homework including reading records.

If homework becomes a "battleground", there's something wrong, please contact the school immediately.

A full copy of the school Homework Policy can be obtained from the school on request.



Health

If your child is unwell we would ask parents to make a decision whether or not to send their child to school. Advice from NHS Grampian states that children must be clear of sickness or diarrhoea for 48 hours before returning to school.

Should a child have an accident during the school day, minor first aid will be administered. School staff are only permitted to bathe injuries with water and apply a dry dressing. If further attention/treatment is deemed necessary, parents will be contacted.

When a more serious injury occurs, medical help will be sought immediately and parents informed as soon as possible.

The importance of school having an up-to-date emergency contact cannot be over emphasised as unwell children want the reassurance and comfort of their parents or carers.

Medicines

We are no longer able to issue non-prescribed medicines in school. If your child is on a course of prescribed medication that needs to be administered during the school day, you must complete a 'Request for School to Administer Medication' form in order for this to take place. These are available from the school office or on our school website.

Medication for chronic conditions

Parents should make the school aware if their child is receiving any medication which may affect mood, behaviour or performance. The school is happy to assist in the management of long term medication prescribed by a child's doctor. Parents should discuss this with the Head Teacher or Depute Head Teacher in the first instance and appropriate procedures will be put in place in line with Aberdeen City Council policy and National guidance.

Head Injuries

Any bump/injury is taken seriously and parents are informed as soon as possible by telephone. An advisory note is also sent home.

Medical Examinations

Most parents will be invited to a medical examination during their child's first school year. This enables the school doctor to identify any conditions which have not been previously noted and which might have an effect on a child's ability to benefit fully from his/her education. We hope parents will attend and be able to discuss their child's health with the doctor / nurse.

Screening Tests

Screening tests for hearing and vision are carried out at intervals within the primary school and anything important will be brought to parents' attention.

Dental Care

All children in our early learning classes, P1 and P2 brush their teeth daily. Staff teach children to brush carefully to try to assist parents in positive routines. Primary pupils also receive a dental examination and parents will be notified if treatment appears to be necessary. Childsmile provide information for parents and pupils.

Head Lice

This is an intermittent problem in school. This is a common and easily treated problem which carries no stigma as in days gone by. Parents are asked to check their child's hair regularly and "Bug Busting" kits are available in school. Once a year we have a Bug Busting Day where all parents are asked to check their child's hair. We recommend that the whole family is checked at this time.

If parents discover their child has head lice they should treat their child before they return to school. If staff notice head lice we will contact parents immediately.

If there are recurring outbreaks in the same class parents will be alerted, in line with Health Board advice.



Child Protection

Given on-going public concern on the subject of child abuse and changes in the law, schools are now required to report if we think any child or young person has come to harm as a consequence of possible abuse or neglect.

Each school has a named senior member of staff appointed responsible for child protection matters. In our school, Mrs Walker and Mrs Fjellroth are the Child Protection Officers.

Should you wish to talk further about child protection and the safety of children, please feel free to contact the school and speak to Mrs Walker.

Where there is a possibility that a child could be at risk of abuse or neglect, the school is required to refer the child to Social Work, the Police or the Children's Reporter and under these circumstances, the parents would not normally be consulted first.

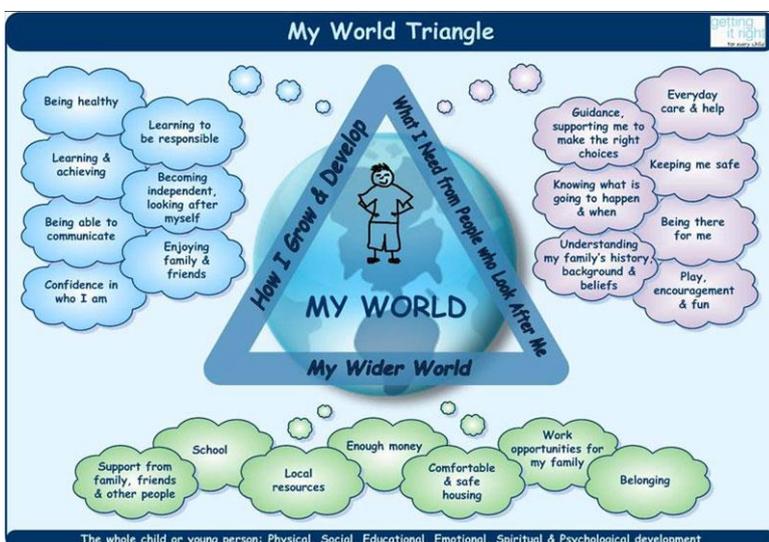
Getting it Right for Every Child (GIRFEC)

On occasions a family may encounter difficulties or require some extra support. The 'named person' for every primary school child at Fernielea School is Mrs Walker (Head Teacher). For pre school children the 'named person' will be the child's health visitor.

The 'named person' will often be the professional who will co-ordinate a first meeting of appropriate people who can support and hopefully improve opportunities for the child. Sometimes other agencies may meet together with parents to help support an individual child.

SHANARRI

The whole process is all about the child and making them feel Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included which is what we want for all our children.



Healthy Eating

Fernielea has a fully equipped modern kitchen run by a cook and several assistants. Menus are varied and provide a nutritious balanced meal. They are very popular with a large number of pupils. All children in P1 - 3 are entitled to a free meal at lunchtime.

We operate an electronic ordering system, which involves the pupils selecting their choice of main meal daily in class. Each child has an electronic card and parents can load money onto the card via the Accord Card website or by placing money in an envelope and putting it into the secure box in the foyer.

Education authorities are required to provide free school meals for those pupils whose parent(s) receive Income Support/Job Seekers Allowance /Child Tax Credit and in some cases, Working Tax Credit. Any parent in this position should speak directly to the School Administrator/Receptionist who can advise you on applying. If you are eligible for free school meals, please apply as the school receives significant funding based on the number of pupils in receipt of free school meals. This funding is used to support your child to raise their attainment.

The meals are supervised by experienced support staff members who also supervise children who stay in school to eat a packed lunch.

If your child has any dietary requirements or food allergies please inform the school immediately.

Fruit and Milk

Children in our Early Learning and Childcare Classes and P1 receive free milk every day. Fruit is available to all Early Learning pupils every day.

Healthy Snacks

We would ask parents to support our Health Promoting Status and provide healthy snacks for children at break time. Every Friday everyone in school has fruit or healthy snacks and a prize is awarded to the healthiest class every week.



Home / School Links

Communication

Parental interest and involvement is extremely important. Usually the Head Teacher or Depute Head Teacher are available to meet parents / carers who wish to discuss any matters of interest or concern. If parents wish a more lengthy discussion with a member of staff, they should contact the school so that arrangements can be made to release a teacher from class. You will note that a member of the leadership team is usually available at the entry door at 9.00 am and at 3.00pm.



For urgent communication you may receive a phone call or a text message to contact school as soon as possible, it is therefore very important that we have parents' contact information.

Formal parent/teacher evenings are arranged three times a year. Throughout the session parents are most welcome to have their child's programme of work explained to them or have informal discussions regarding their progress.

Weekly school newsletters and termly class newsletters provide information about school matters and are uploaded to our website (www.ferniewea.aberdeen.sch.uk). The website also contains photos and other information about the school. It also has links to other schools and useful organisations for parents and pupils. Coffee and Chat sessions are organised to share information with parents about curricular or health issues of concern. Class teachers have a class blog which is updated regularly sharing the focused learning in the class.

We also share our learning via Social Media - Twitter @Ferniewea School and Facebook - Ferniewea School.

New entrants are invited to pre-school induction visits. At these visits the children can sample the same activities of P1 whilst parents explore the curriculum and other matters of interest. Pre school children in our nursery start to use the classrooms and playground in the summer terms as part of the familiarisation process.

There is also an induction session on how best to help your child, particularly with early reading and number. Parents of Primary 1 pupils are also invited to come and "Lunch with your child" during the induction process.

Parent Council

Our School has a parent council with representatives from each class. The Council meets termly and promotes the partnership between parents and school and organises fundraising activities and discusses curricular changes. Our parent council co-ordinates coffee mornings to allow parents to get together informally and raise some money for charity. Our parent council can be contacted through their email PCFernelea@aberdeen.npfs.org.uk or via their Facebook page. All parents are encouraged to be involved in the parent council activities and can attend any meeting to gain a deeper insight into the running of the school and the support parents can offer their children.

Parental Involvement

At Fernelea School we value the support and involvement from all our parents. We try hard to include all parents at both formal and informal events. Our school concerts and Scottish celebrations are always well attended as are open days. Some parents volunteer to help classes on school trips, during Golden Time or share their expertise with groups of children.

At parents' evenings, views are sought about areas to improve and also to help us evaluate how we are doing. Sometimes we gather views of parents in different ways where a small focus group may be asked about particular issues.

These questionnaires and groups are valuable to school improvement, and results are fed back to parents in our newsletters.

Our website is updated regularly with newsletters, events in school and with links to other sites to support their children.

Pupil Participation

Children throughout the school have opportunities to become involved in decision making and the life of the school.

We have a range of committees which children lead and co-ordinate:

- ◆ Pupil council
- ◆ Eco-committee
- ◆ Digital Technology Group
- ◆ STEAM Group
- ◆ Community Group
- ◆ Library Leaders
- ◆ Transport Group
- ◆ Creativity Group
- ◆ Leaders of Learning
- ◆ Rights Respecting Schools Group
- ◆ Charities Committee
- ◆ Nature Group
- ◆ Health & Wellbeing Group

Some projects include school improvement of our playground, evaluating new learning topics in school etc.

Children also demonstrate their leadership skills through being:

- ◆ Prefects
- ◆ House Captains and Vice Captains
- ◆ Active School Representatives

- ◆ Playground Leaders
- ◆ Librarians

This gives them the opportunity to increase their confidence and ability to be responsible citizens in our school community.

School Improvement

Everyone at Fernielea, staff, parents, pupils and people linked to the school, work together to continually develop and improve our school. Each individual has a vital part to play in this process and everyone's input into the ethos and work of the school is valued. Our School Improvement Plan allows us to reflect on the current year and to make suggestions about the way the school could develop in the next year.

In session 2018/ 19 the key areas which we are working on are:

- Improvement in attainment in Reading & Writing for all learners
- Raising Attainment in Literacy, Language and Communication: Taking a Developmental Approach to Emerging Literacy
- Closing the attainment gap between the most and least disadvantaged children / young people
- Improving children and young people's health and wellbeing
- Improving employability skills and sustained, positive school-leaver destinations for all young people

At the end of June we issue our Standards and Quality Report which gives an overview of the school's progress in the previous academic year. This is available from the school reception.

The school was inspected and the report was published in May 2012. Parents can obtain a copy of the report from the school or from the Education Scotland website <http://www.education.gov.scot/inspection-reports/aberdeen-city> .

Staff from Aberdeen City Council visited the school in March 2014 to follow through the initial inspection. This follow through report is available on our website <http://www.fernielea.aberdeen.sch.uk> . The Care Inspectorate inspected our Early Learning and Childcare (Nursery) Setting in 2018. Again a copy of the report is on our school website and it is also displayed in the Early Learning classroom.

School Visits/Trips

Classes across the school may make a variety of educational visits throughout the school year to enhance learning.

At the beginning of each school year, parents will be sent information requesting consent to trips in the local area. These may be walks around the school, to the library, the local "Burnie", Hazlehead Park etc. Contact information and medical updates will also be requested.

If a visit is further away, e.g. Duthie Park, Crathes Castle, etc. a form will be sent home to inform parents and to remind them to update the school with any changes to personal information. Visits are often some of the highlights of the pupil year and make learning meaningful and real. Prior to any visit, thorough risk assessments will have been completed by staff. Please see Visits Terms and Conditions in the Appendices.



Early Learning and Childcare (Nursery)

The purpose of this section is to provide you with information about the aims and general organisation of our early learning classes.

Your child is special and we aim to make his/her time at Fernielea a happy one!

To this end either Mrs Walker, Head Teacher, or Mrs Torrens, our Principal Teacher, shall be very happy to discuss any concerns you may have about your child.

Both Early Learning classes are part-time, catering for 20 children in the morning and 20 in the afternoon. This means that 80 pupils may be offered a place in our nursery.

Induction

We hold an Open Day on the first day of the school year to allow all new children and parents to visit our Early Learning setting and meet the staff. This is an informal session where children and adults get to meet each other and start to make friends which will hopefully be long lasting!

Children will be phased into Early Learning classes in small groups - usually 2 at a time and your child's first week at nursery is seen as a settling in week. The staff will advise you about the length of time your child ought to stay. This varies from child to child. The time will be increased until your child is ready to attend for a full session.

HOURS OF EARLY LEARNING CLASSES SESSION 2018 - 19

MORNING SESSION	8.30 am	11.40 am
AFTERNOON SESSION	12.20 pm	3.30 pm

We assume a 15 minute flexibility at both the beginning and the end of the nursery day. This helps to ease the congestion in the cloakroom area and create a relaxed atmosphere. It gives time for parents to share any concerns with our team. If you are running late in the morning and the door is closed, please enter via the main school entrance. This will ensure that your child will be taken to his/her class - especially if the children are not in their normal room.

Please collect your child on time at the end of each session. Children can be quite upset if they are last to be collected

We would urge you, for the sake of the children, **to be punctual**.

Our cloakroom area is very small and we would ask that no bikes/scooters etc. are brought into the nursery and if dry, prams/buggies are left outside.

THE EARLY LEARNING CURRICULUM

"PLAY IS CHILD'S WORK"

Children learn through play - it makes a major and powerful contribution to all aspects of children's development and learning.

As within the primary school years, the curriculum in Scottish schools is focused to ensure that all children are successful learners, confident individuals, responsible citizens and effective contributors. Learning in the nursery will take place both in the classroom and the outside play area.

The Early Learning Curriculum is based on the key aspects of children's development and learning. The 3 - 18 curriculum starts in the Early Learning classes and although the subject headings may appear to be very sophisticated, young children will be learning through play and investigating a range of materials to enhance their skills.



All activities are integrated and inter-related and it is difficult to separate them. To help you identify the educational reasons for the various play activities a day's programme might include:

LITERACY AND ENGLISH

The development of language is central to everything we do in the Early Years. Children are encouraged to enjoy all aspects of language and develop their skills. We introduce new vocabulary through all play experiences and through books, discussions and stories. Early literacy skills are developed through drawing and the scribing of stories.

Listening to stories, CDs, and sharing in discussion helps to develop concentration as well as increase knowledge. Children will also learn rhymes and be given opportunities to recite them to an audience developing their confidence.

Your role as the parent or carer is vital in developing your child's language skills and vocabulary. We aim to work in partnership with you to provide a rich literacy environment. Please feel free to ask if you need any ideas on how to support your child.



NUMERACY AND MATHEMATICS

Jigsaws, lotto games, snap games, matching colours, all help with learning to read as well as with mathematical development.

Opportunities arise in sand and water play, sorting activities and situations such as setting the table and baking.

Most activities contain an element of this important experience but particular activities like large block construction, small block play, construction toys like Lego etc. and junk modelling involve problem solving, stimulate imagination, encourage co-operation, sharing and taking turns.



SCIENCE

We aim to make the children aware of nature and the world around them and to develop in them a caring attitude for the environment by exploring the immediate outdoors and by making frequent outings in small groups and as a class.

TECHNOLOGIES

Early computer skills are developed so that children are confident in using a mouse/touch screen. Both Early Learning classes also have a plasma screen to allow children to develop their technology skills, drawing and making appropriate selections on the computer. Our children also learn to plan designs and make models from a variety of materials and construction equipment.



SOCIAL SUBJECTS

Through the topics studied, children start to learn about the world around them, the past and other countries around the world. This will be linked with other experiences e.g. Chinese New Year, My Family, Scotland etc.

EXPRESSIVE ARTS

All the areas of expressive arts are encountered by children in our nursery. Dramatic play (house corner, hospital, shop etc.), or performing to the whole school in our annual production all enable children to become more confident individuals. The children sing regularly and have the opportunity to explore musical instruments. Art and Craft activities allow children to achieve self-expression, self-awareness and awareness of the world and how it functions.



HEALTH AND WELLBEING

Drawing, cutting, threading and sewing all help to develop fine motor skills.

Use is made of equipment in the school gym. This provides an opportunity for children to climb, balance and jump and therefore help their physical growth.

We go outside to play (whatever the weather) with large equipment - chute, large blocks, climbing frame and small equipment - bikes, balls, skittles etc. - all for physical development. Please ensure your child has appropriate clothing for play
In all our activities, a multi-cultural approach is adopted.



Snack

Snack time in the Early Learning classes follows the guidance "Setting the Table" and is a great social occasion and encourages good eating habits, good manners and personal hygiene. We recognise special occasions like birthdays or festivals e.g. Burns' Supper, Chinese New Year etc.

Your child will receive a varied and balanced diet of food and we provide a piece of fresh fruit daily. The children are usually involved in the selection and preparation of the snack. If the food is not to their liking they are not forced to eat it but they are encouraged to try new tastes.

There is a small weekly charge for snack - currently this is £2.50 payable on a Monday or termly.

Please let us know of any allergies or special dietary requirements so that adjustments can be made.

Throughout our planning we aim to achieve a balance of activities which will develop skills and qualities in each child and provide a secure place in which each child can gradually develop confidence and independence.



Health

It is essential that you inform us of any health problems - hearing, sight, speech etc. your child may have in your initial meeting with the class teacher or when care plans are reviewed. This will help us to support your child appropriately and help your child progress in all aspects of their learning.

Please see information on Page 22 regarding health.

If your child is unwell, please inform the School Administrator by telephoning the school office. Children suffering from infectious conditions, e.g. conjunctivitis, chicken-pox, etc., should not attend nursery until the end of the exclusion period as set out by the Health Protection Team at NHS Grampian.

We have close contact with the medical services, such as the school doctor, dentist, health visitors and school nurse.

Safety.

At all times we are working to ensure that the nursery is a safe environment for children and adults and we need your co-operation in this.

- ◆ Children must be accompanied to and from nursery by a responsible adult (16+)
- ◆ Children must be signed in and out of the nursery
- ◆ You must let staff know if you have arranged for someone else to collect your child. This is particularly important if your child is to be collected by someone who is a stranger to our staff.
- ◆ Please ensure your child stays by your side when approaching and leaving nursery.
- ◆ Please ensure you close the nursery door and gate behind you.



Clothing

We encourage children to be independent in dressing/undressing and hope parents will dress children in easy fastening clothes.

We endeavour to play outside most days and as such, children should have clothes appropriate to the weather (wellies or sunhats!) The Early Learning classes children have a yellow sweatshirt which is encouraged as it helps to identify children as part of our school.

ADULTS IN THE EARLY LEARNING CLASSES

The Early Learning setting is currently staffed by a Senior Early Years Practitioner and Early Years Practitioners. The classes are used as training placements for students from a wide range of



professional backgrounds. We may have a trainee nursery nurse for 2/3 days per week. Part of this training is to become a member of the team and he/she will become familiar to you and your child.

We also have student teachers on placement experience at various times. Staff will endeavour to inform you when someone is in the nursery for this purpose. All staff in the school are supervised and subject to PVG checks.

COMMUNICATION



Parents are always welcome and through daily contact, you will view your child's work and discuss this with staff. Throughout the year we aim to keep you informed of events in the Early Learning Classes. This is done in a variety of ways: through informal contact, letters, meetings class blogs and the Early Learning Class notice board in the cloakroom.

Please remember if you are concerned about anything, however small, do not hesitate to bring it to the attention of the nursery staff. You may also make an appointment to see the Principal Teacher or Head Teacher by telephoning the school office.

We look forward to you and your child being part of Fernielea School and hope your time with us will be a happy one.

Fernielea School welcomes you as a parent or carer. May we share many positive experiences together.

Appendix 1 COMPLAINTS PROCEDURE

In line with Aberdeen City Council's complaints procedure if you have a concern or a complaint you should follow the stages listed below.

Stage 1 Contact Mrs Walker the Head Teacher as soon as possible to inform her of the complaint.

Stage 2 If your complaint is not resolved, you can make a complaint in person at any council office or by contacting our Customer Feedback Team by telephone or in writing:

Customer Feedback Team
Business Hub 17
Third Floor North
Marischal College
Broad Street
Aberdeen
AB10 1AB

01224 523058

Please describe your complaint in as much detail as possible. Tell us:

your full name and address

what happened and when

who was involved

what should have happened

how you want us to resolve the matter

We follow a complaints handling procedure to make sure that every complaint is dealt with fairly and sorted out as quickly as possible.

Any complaints should be marked for the attention of
Gael Ross - Quality Improvement Manager

Write a letter to, telephone or email

Care Inspectorate

Johnstone House

Rose Street

Aberdeen

AB10 1UD

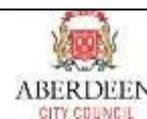
Tel 01224 793870

Email - ENQUIRIES@CAREINSPECTORATE.COM

Stage 3 Write to the Chief Executive
Angela Scott
Town House
Aberdeen
Tel 01224 522501

Stage 4 Contact the local government ombudsman
Tel 0131 225 5300

ABERDEEN CITY COUNCIL EDUCATIONAL VISITS TERMS AND CONDITIONS



This information is issued annually and should be kept on record. It can also be found online at: http://www.aberdeencity.gov.uk/AdventureAberdeen/scc_visits.asp

Insurance information

Aberdeen City Council provides off-site activities travel insurance cover for all insured persons (pupils, teaching staff, youth workers, support staff, adult volunteers, helpers, assistants and other authorised children) of participating schools and community groups whilst on organised visits outside the designated school boundaries. Further details can be found within the policy summary (appendix 13 of the Educational Visits Policy) which can be found online at: http://www.aberdeencity.gov.uk/AdventureAberdeen/scc_visits.asp

Participants wishing to obtain cover for personal accident and third party liability are advised to contact an insurance company or broker. If the Visit Leader takes out additional insurance, you will be informed. The following are the conditions of declaration by **parents/carers**.

I having parental rights and responsibilities towards my child/ward named on the consent form (V4):

- Understand that under the Act of Legal Capacity (Scotland) 1991, a young person (16-18 year old) may give consent for their involvement in the visit. However, it is encouraged that a counter-signature be provided by those with parental rights and responsibilities. A space is provided on the consent form (V4) for this.
- Have read the information issued concerning the visit and the statement of insurance.
- Understand the nature of the activity/activities to be undertaken and consider the above named person fit to take part.
- Understand that the visit has been risk assessed and every effort will be made to minimise risk. Nonetheless I acknowledge that a totally risk free environment is unrealistic and in signing the parental consent form I accept that a degree of risk remains.
- Will meet reasonable expenses incurred in replacing or repairing property, furnishings, goods or equipment damaged due to misbehaviour or disobedience which would not be covered by the Council's or the visit insurance.
- Will meet any costs for travel in the event of the above being taken home due to misbehaviour or disobedience.
- Understand that any deposit paid may not be returned should the above named be withdrawn from the visit for disciplinary reasons.
- Understand that if the above named is unsuccessful in securing a place on the visit, any deposit paid will be returned.
- Understand that the visit will take place according to Aberdeen City Council's educational visits policy, which can be found online at www.aberdeencity.gov.uk/AdventureAberdeen

Data Protection

The personal information collected on these forms is recorded on computer, stored securely and processed only for the purpose of educational visits. Aberdeen City Council (ACC) will process this information fairly and lawfully and in accordance with the Data Protection Act 1998.

For the purposes of processing the personal information ACC is the Data Controller. The nominated representative of the Data Controller is the City Solicitor. You have a right to obtain details of the personal information which ACC holds about you. Such a request should be made in writing and go to the Head of the Establishment organising the visit.

Appendix 3 SCHOOL TERM DATES Session 2019 - 2020

Term 1

20 August 2019 to 11 October 2019

- In-Service Day - Monday 19 August 2019
- Term Starts - Tuesday 20 August 2019
- September Holiday - Friday 20 September to Monday 23 September 2019
- Term Ends - Friday 11 October 2019
- October Holiday - Monday 14 October to Friday 25 October 2019

Term 2

28 October 2019 to 20 December 2019

- Term Starts - Monday 28 October 2019
- In-Service Day - Friday 22 November 2019
- Term Ends - Friday 20 December 2019
- Christmas Holiday - Monday 23 December 2019 to Friday 3 January 2020

Term 3

6 January 2020 to 3 April 2020

- Term Starts - Monday 6 January 2020
- Mid Term Holiday - Monday 17 February 2020
- In-Service Day - Tuesday 18 February 2020
- In-Service Day - Wednesday 19 February 2020
- Term Ends - Friday 3 April 2020
- Spring Holiday - Monday 6 April to Monday 20 April 2020

Term 4

21 April 2020 to 3 July 2020

- Term Starts - Tuesday 21 April 2020
- May Day Holiday - Monday 4 May 2020
- In-Service Day - Tuesday 5 May 2020
- Term Ends - Friday 3 July 2020

School term and holiday dates for August 2020 and beyond will be available soon.

Other Useful Contacts

 <h1 style="margin: 0;">Hazlehead Academy</h1> <p style="margin-top: 20px;">http://www.hazleheadacy.aberdeen.sch.uk</p>	<p style="text-align: center;">Aberdeen City Council</p>  <p style="text-align: center;">ABERDEEN CITY COUNCIL</p> <p style="text-align: center;">http://www.aberdeencity.gov.uk/home</p>
<p>Parentzone</p>  <p style="text-align: center;">https://education.gov.scot/parentzone</p>	<p>Family Information Service (FIS)</p> <p>All enquiries are confidential Phone: 01224 814803 Email: fis@aberdeencity.gov.uk Text: 07825 053136</p> <p>All telephone enquiries: (Monday to Friday 10am - 4pm) www.aberdeencity.gov.uk/fis</p>
<p>Contact details for Avenue ASL Mediation in Aberdeen:</p> <p>Avenue ASL Mediation Aberdeen Alliance House 493 Union St Aberdeen AB11 6DB Telephone: 01224 587571 Fax: 01224 583202 email: aberdeen@avenue-info.com http://www.avenue-info.com/</p>	<p>Free Independent advice is available from ENQUIRE Helpline on:</p> <p>Enquire, 5 Shandwick Place Edinburgh EH2 4RG Helpline: 0845 123 23 03 email: info@enquire.org.uk http://www.enquire.org.uk</p>
 <p>Fernielea School Website http://fernielea.aberdeen.sch.uk</p>  <p>Fernielea Twitter @FernieleaSchool</p>  <p>Fernielea Facebook Fernielea School</p>	<p>Contact details for Care Inspectorate</p> <p>Care Inspectorate Johnstone House Rose Street Aberdeen AB10 1UD Tel 01224 793870 Email - enquiries@careinspectorate.com</p>